

# **Federal Program and Application Review FY 2018-19**

*Emergency Solutions Grant (ESG)*



**December 11 & 14, 2017**



# Program Components and Activities

1. Street Outreach Component\*
2. Emergency Shelter Component\*
3. Homelessness Prevention Component
4. Rapid Re-housing Component
5. Homeless Management Information System (HMIS) Component
6. Administration Activity

For detailed information visit HUD's website for ESG  
<https://www.hudexchange.info/esg>

# Program Restrictions

- **\*Street Outreach and Emergency Shelter.** 60% Cap for these activities.
- **Grant Administration.** 7.5% Cap
- New construction **not** permitted.
- Matching funds required (100% = 50% from agency and 50% from City's General Fund).

# Regulatory Compliance

- Performance measurements are required.
- Must track the progression of the project and its effectiveness.
- Subrecipient must submit a performance report assessing the use of funds measuring their performance in relationship to the allocated funding.
- Supporting documentation required for all eligible program expenses.

# Regulatory Compliance

Reporting information you will need to submit:

- Demographic Information
  - Race/Ethnicity of participants
  - Income level
- Number of people/households assisted
- Bed nights/meals served, etc. as applicable

# Program Compliance

## One Basic Rule: DOCUMENTATION

- Program goals, completion of activities and expenses **MUST** be supported by adequate documentation of facts.
- The City will only reimburse the expenses listed on the project budget in the Subrecipient Agreement.
- If expenses are not documented properly, reimbursements may not be authorized.
- Match form required with each reimbursement request.

# Program Compliance

Reimbursement supporting documentation:

- Reimbursement Cover letter
- Reimbursement Itemized Summary
- Timesheets or Employee Certification
- Invoice copies
- Cancelled Checks / Proof of Payment
- Other documents as they relate to your program

**REMEMBER:** Funds not-expended by June 30, 2019, may  
revert back to the City.

# **Anticipated Program Funding for FY 2018-19**

**ESG:           \$290,000**

**Level funding per FY 17/18 allocation**

# The Partnership

- The partnership is between the City and the Subrecipient.
- When funds are received we agree to comply with Federal laws and regulations.
- Federal requirements imposed on the City are then passed along to the Subrecipient.
- Subrecipient Agreements and the Monitoring Tool should be utilized as a guide for all requirements.
- Use the tools, guides, exhibits, and technical assistance that is provided and share with others at your agency.

# Application Rating Process

In addition to your application, all applicants are required to submit a 3 minute video – stick to your project!!!

- Technical review by staff.
- Committee review by staff, Housing and Community Development Advisory Board (HCDAB) and MAG, Human Services staff.
- Videos and questions at HCDAB meeting.
- All eligible applications will be brought before the Community and Cultural Development Committee (CCDC) prior to going to the full Council.

# Grant Funding

- FY 18/19 begins on July 1, 2018.
- Funding will not be available until we receive funding approval by HUD.
- Reimbursements are retroactive back to July 1<sup>st</sup>
  - Keep track of monthly reports/demographics
  - Keep track of expenditures

# Funding Schedule

- Funding Schedule available at:  
<http://mesaaz.gov/residents/housing-community-development/funding-schedules-information>

**\*\*Please visit site often for updated materials and most current funding schedule.\*\***

# Additional Items

- **SAMS** – System for Award Management
- **DUNS Number**
- **VSS-Vendor Self-Service System**  
<http://mesaaz.gov/vendor/>
- **Insurance** - Submit Certificate renewals
- **Single Audits** - Submit recent audits when completed
- **Policies and Procedure** – Revisions
- **Org Chart and Board Roster** - Changes

# HELP!!!

## Annual Point in Time (PIT) Homeless count

- Count on January 23, 2018.
- Funded agencies are required to have volunteers to assist with the count.
- Maricopa Association of Governments  
<http://www.azmag.gov> for more information.

**\*\*NEEDS ARE NOT ADDRESSED IF THE COUNT IS NOT  
ACCURATE.\*\***

# Application Contacts

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# Questions?